



**City of Riverside  
Administrative Manual**

Effective Date: 07/2009  
Review Date: 07/2012  
Prepared by: City Mgr/Finance

Approved:

  
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Department  
City Manager

**SUBJECT:**

**Vendor Record Database Management**

**PURPOSE:**

To provide policy and procedures for the management of the City's Financial Vendor Record Database.

**POLICY:**

The City will manage a vendor database system within the current financial and sub-database management system. This database will be managed by the CM-Finance Division. Vendors will be maintained within the database system on an as needed basis only. "As needed basis" refers to any vendor that has or will receive payments issued by the City.

**PROCEDURE:**

Responsibility	Action
Purchasing	<p><input type="checkbox"/> Upon receipt of an approved purchasing requisition where the vendor is not in the Vendor Database System, a staff member of the Purchasing group will obtain the required vendor information. An authorized purchasing staff member will then create a vendor record by entering this information into the vendor database.</p> <p>Authorized Personnel: Purchasing Services/Risk Manager Sr. Procurement &amp; Contracts Specialist Procurement Contracts Specialist Procurement Administrative Assistant Office Specialist</p>
Accounts Payable	<p><input type="checkbox"/> Upon receipt of an approved RFP (Request for Payment) where the vendor is not in the Vendor Database System, a staff member of the Accounts Payable group will obtain all required vendor information. An authorized AP staff member will then create a vendor record by entering this information into the vendor database.</p> <p>Authorized Personnel: Accounts Payable Supervisor Accounting Technician Account Clerk</p>

**PROCEDURE:**

Responsibility	Action
Purchasing & Accounts Payable	<ul style="list-style-type: none"><li data-bbox="561 281 1526 373">❑ Additions or Changes: Any additions or changes of authorized personnel must be done by completing a MAC Account Request Form and submitting it to the IT department.</li><li data-bbox="561 411 1526 504">❑ Vendor records will be maintained in the database system for a minimum of 7 (seven) years from the date the last payment was issued. At fiscal year end an archiving of inactive vendors will be performed.  Vendor records must contain at a minimum: Full Name: SSN or TIN: Status: Type Code: Address: City: State: Zip Code: Country Code: Phone Number:</li><li data-bbox="561 940 1526 999">❑ Additional information may be required based on system requirements for various functions.</li><li data-bbox="561 1037 1526 1096">❑ Revisions or updates to vendor records will be done on an as needed basis by the section which originally loaded the vendor information.</li><li data-bbox="561 1134 1526 1331">❑ Editing the vendor TAX ID or Social Security number is not permitted unless no payments have been issued to the vendor. Any changes to the Vendor TAX ID or Social Security number can only be done by creating a new vendor record and inactivating the previous record. Vendor records with Social Security numbers will be coded such that only authorized AP personnel are allowed access.</li><li data-bbox="561 1369 1526 1461">❑ All vendor records must contain a Status Code. AC = Active, IN = Inactive, or PN = Pending required information. Only Authorized AP or Purchasing Staff members are allowed to change the status code.</li><li data-bbox="561 1499 1526 1558">❑ Vendor records can only be deleted if the vendor record was entered in error and there are no existing payment records.</li></ul>